

APPROVED

November 5, 2002

Michigan State
Administrative Board

Lansing, Michigan

October 15, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, October 15, 2002, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing John Engler, Governor, Chairperson
Theodore Hughes, Assistant Attorney General for Law, representing Jennifer M. Granholm, Attorney General
Mary G. MacDowell, Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer
A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration representing Thomas D. Watkins, Superintendent of Public Instruction
Myron Frierson, Deputy Director, Bureau of Finance, representing Greg Rosine, Director of the Department of Transportation
Sherry Bond, Secretary

Absent:

Dick Posthumus, Lt. Governor

Others Present:

Susan Leffler, Jim Stropkai, Department of Attorney General; Wes VanMalsen, Department of Career Development; Kristi Broessel, Department of Community Health; Kathryn Jones, Janet Rouse, Department of Management and Budget; Connie Hanrahan, Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation; Len Wolfe, Dykema Gossett; Shelly Stahl, Karoub Associates; Jerry Crandall, MIRS; Pastor Ben Wade, Tithe Missionary Baptist Church

1. CALL TO ORDER:

Mr. DeBano called the meeting to order. Pastor Ben Wade of Tithe Missionary Baptist Church gave the invocation. Mr. DeBano then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved that the minutes of the State Administrative Board for the special meeting of September 26, 2002 and regular meeting of October 1, 2002 be approved as distributed. Mr. Hughes supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

Huron County Health Department, 8/30/02

Retention and Disposal Schedule(s):

Department of Management and Budget

Office of the State Employer, Employee Service Program, 3/8/02

Office of the State Employer, Health Screening Division, 3/8/02

Office of Financial Management, Michigan Administrative Network (MAIN), 5/22/02

State Administrative Board, 11/19/01

Mr. Hughes moved that the State Administrative Board approve the Certified Retention and Disposal Schedule and the Retention and Disposal Schedules. The motion was supported by Ms. Wolenberg and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
 (Please see the following pages)

Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held October 8, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of October 8, 2002 be approved and adopted with the withdrawal of item 6(1) at the State Administrative Board of October 15, 2002. The motion was supported by Mr. Hughes and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held October 9, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of October 9, 2002 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Mr. Dore presented the Transportation and Natural Resources Committee Reports for the regular meeting of October 9, 2002 and the special meeting of October 15, 2002. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held October 9, 2002 noting the withdrawal of item 37 of the regular agenda and the additional withdrawal request of item 32 of the regular agenda at the request of the Department of Transportation at the State Administrative Board meeting of October 15, 2002, and the report covering the special meeting of October 15, 2002 be approved and adopted. Supported by Ms. MacDowell, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Dore moved the meeting be adjourned. The motion was supported by Ms. Wolenberg and unanimously approved. Mr. DeBano adjourned the meeting.

SECRETARY

CHAIRPERSON